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# TLC Times

*A publication of the South Central Training & Learning Center*

## GOV Online Learning Center

GOV Online Learning Center is a government-wide resource that supports development of our workforce through high quality e-Training.

This electronic site is designed as a virtual campus that houses free training courses and performance support tools. Navigation of the Center is easy – you can explore the Center by clicking on the doors in the lobby, navigate through the rooms in the floor plan, or click on the hotlinks throughout the site.

GOV Online Learning Center has several interesting features to help you target your specific learn-



ing needs. You can brush up on a skill in the Search @ Select room on the first floor. By asking a question you will receive blocks of targeted learning focused on your specific task or objective. Another feature is the Books 24x7 that provides instant access to electronic refer-

ence –delivered in a web-based interactive environment. This electronic library is the perfect complement to the online learning classes conducted in the Virtual Classroom. Check out this learning tool: <http://www.golearn.gov>

## Continued Service Agreements

A Continued Service Agreement is an agreement that an employee is required to sign prior to the start date of certain training. The employee agrees to continue with DOD for a predetermined amount of time after the completion of the course. If the employee does not stay for the specified period of time, he/she must reimburse the government for the cost of the training and related expenses.

An agreement is required from anyone who participates in training from a

non-government source when the training is government funded and exceeds 80 hours in a single program. Training through a government source that exceeds 120 calendar days also requires an agreement. The standard agreement is part of the DD Form 1556; it is on the back of copy 1 of the 10-part form, or copy 2 of the automated form. The period of continued service will be at least 3 times the length of the training, but your agency may require a lengthier obligation if the

training is particularly expensive.

If an employee **transfers within Army or DOD**, the remainder of the service obligation transfers to the gaining DA activity or DOD component. If the employee **leaves DOD to work for another Federal agency**, the organization will decide whether to transfer the obligation, waive the remainder of the obligation, or require reimbursement. References: Title 5, U. S. Code, para 4108, and 5 CFR, para 410.309(c).

## Upcoming Courses

Getting Started with FERS

\$99

17 Nov

Ft. Jackson, SC

Mid-Career (CSRS)

\$99

18 Nov

Ft. Jackson, SC

Managing Organizational Change

FREE

18 Nov

Distance Learning

Leadership and Emotional Intelligence

\$75

19 Nov

Distance Learning

Introduction to Human Resource Dev for Activity Training Coordinators

FREE

20 Nov

Distance Learning

Pre-Retirement (FERS)

\$99

21 Nov

Ft. Jackson, SC

Problem Solving Skills for Administrative Support Staff

\$50

1-2 Dec

Distance Learning

Power Tools for Women

\$75

10 Dec

Distance Learning

Business Writing and Grammar Skills

\$297

12-13 Jan

Columbus, GA

Pre-Retirement

13 Jan (CSRS)

14 Jan (FERS)

\$99

Ft. Benning, GA

## Upcoming Distance Learning via Classroom XXI: Problem Solving Skills for Administrative Support Staff

SC CPOC Human Resource Development Division proudly announces another distance learning course presented by Dr Scott Rosenke with delivery from Redstone Arsenal's Classroom XXI. On 1-2 Dec, Dr Rosenke will provide admin assistants, secretaries and technicians with "Problem Solving Skills for Administrative

Support Staff." The topics covered in this 12-hour class are aligned with current problem-solving techniques used by many successful managers. You will increase your skills in problem solving and decision-making through practicing techniques, attitude and working in a team or group setting. The course announcement

may be accessed via this link, "[Problem Solving Skills for Administrative Support Staff.](#)"

If you would like to participate in this course or any other courses presented via distance learning, contact Linda Burnette, 256-842-6533 or DSN 788-6533 or Heidi Collier, 256-842-6554 or DSN 788-6554.

## LEAD II: The Next Step

Last September during our Training and Advisory Group (TAG) meeting, Ms. Bobbie Tate identified the need for a LEAD follow-on course within her serviced organizations. Bobbie is our TAG representative at Fort Lee, Virginia.

After several discussions to clarify specific goals and objectives for the course, the TLC and Bobbie began the search for a vendor. Mr. Richard Scherberger, Executive Leadership Skills, was selected due to his previous experience with the LEAD program. He was on the team that designed course content for the original LEAD course.

In January 2003 Richard went to Fort Lee to conduct an assessment with the LEAD graduates, supervisors, and managers. Armed with this information, Richard developed

his *LEAD II: The Next Steps* proposal. The key was to have a practical application of LEAD in the workplace with the in place work team. This is a classic example of action learning.

The material is all new and is not a repeat of LEAD. This training is designed to enhance the LEAD experience by changing behaviors within the context of LEAD principles. To customize the training for each directorate, anonymous surveys were sent to each participant before the course. The input identified issues within each team and gave a starting point for creating an action plan including a clear vision and clear goals.

With the full support of the command group, the first two-day training session was held for senior team

leaders of three directorates on Fort Lee. Additional two-day sessions followed with the team leader and their individual team. This shared experience was a powerful exercise in establishing relationships and role clarification. This LEAD follow-on course works to link each member of team in the pursuit of the organization's role, expectations, and goals. Ms. Sandy Wells and Mr. John Schoop assisted Richard with the training sessions.

Contact Pat Bilttoft at 256 313-0818 or your servicing representative for information on LEAD training and ways to continue Leadership learning.

